

**BY ORDER OF THE COMMANDER
TINKER AIR FORCE BASE**

**TINKER AIR FORCE BASE
INSTRUCTION 91-308**

12 NOVEMBER 2015

Safety



**RECEPTION AND ESCORT OF
STATE AND U.S. DEPARTMENT OF
LABOR OCCUPATIONAL SAFETY
AND HEALTH INSPECTORS**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: Publications and forms are available on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 72 ABW/SEG

Certified by: 72 ABW/SE
(Dennis L. Kendrick)

Supersedes: TINKERAFBI 91-308,
17 June 2010

Pages: 5

This instruction implements AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015 and AFI 91-202, AFMCSUP, AFMCGM2015-02, *The US Air Force Mishap Prevention Program*, 5 June 2015. This instruction establishes procedures to be followed by tasked organizations to receive and escort United States Department of Labor (DOL) Occupational Safety and Health Administration (OSHA) inspectors and Oklahoma Department of Labor Safety and Health inspectors. It is applicable to the 72d Air Base Wing (72 ABW): Civil Engineering Directorate (72 ABW/CE), Safety Office (72 ABW/SE); Judge Advocate (72 ABW/JA), 72d Medical Group (72 MDG); Security Forces (72 SFS); Air Force Sustainment Center Contracting Directorate (AFSC/PK), and the Oklahoma City Air Logistics Complex Safety Office (OC-ALC/SE.) This instruction is not intended to prevent ready access by State and Federal safety and health officials, but to ensure proper reception and escort during their visit to Tinker AFB. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gess-af61a/afirms/afirms/>. This publication may be supplemented at any level, but all direct Supplements must be routed to the OPR of this publication for coordination prior to certification and approval.

SUMMARY OF CHANGES

Organizational symbols and regulatory references have been updated.

1. General Information: This directive ensures that Federal Occupational Safety and Health Administration (OSHA) and Oklahoma Department of Labor Safety and Health inspectors are allowed access to Tinker AFB to determine the adequacy of Air Force (AF) and contractor's safety and health programs. This instruction also establishes procedures to ensure inspectors are escorted as required by AF and Air Force Materiel Command (AFMC) directives and specifies out-briefing procedures.

2. Reference:

2.1. AFI 91-202, The US Air Force Mishap Prevention Program, 24 June 2015

2.2. AFI91-202, AFMCSUP, AFMCGM2015-02, The US Air Force Mishap Prevention Program, 5 June 2015

3. Procedure: The 72 ABW/SE office is responsible for all matters relative to visits by Occupational Safety & Health (OSH) inspectors and must be notified in a timely manner when such visits are known. The Installation Commander (72 ABW/CC) or the affected organizational chief/commander will receive OSH inspection in- and out-briefings and sign correspondence relative to OSH information requests and visits.

3.1. The 72 ABW/SE office will:

3.1.1. Provide a Safety official to escort the Federal or State DOL OSH Inspector.

3.1.2. Determine the nature of the visit, notify the Wing and/or OC-ALC Commanders, and ascertain if the commander or the affected organizational chief/commander desires an in-briefing.

3.1.3. Notify Bioenvironmental Engineering Flight (72 AMDS/SGPB), Fire Chief (72 ABW/CEF) or OC-ALC/SE, as warranted by the nature of the inspection, and escort the inspector to the appropriate office.

3.1.4. Notify AFSC/PK if a contractor will be examined.

3.1.5. Notify the 72 ABW/JA office about OSH visit.

3.1.6. Provide copies of requested unclassified documentation if it is not marked "For Official Use Only.

3.1.7. For safety issues in all areas other than OC-ALC, stay with the inspector and further ensure proper clearance/escort into controlled/restricted areas.

3.1.8. Ensure pictures are **only** taken of contractor operations and/or contractor personnel. Otherwise, provide photographic or video support, if required, IAW AFI 91202, which states, "Videos or photographs taken on installations fall under the exclusive control of the installation commander. This video or photographic support might include processing the film taken by the inspector or gaining approval to take a picture or video from the commander's representative. Air Force officials may review negatives, photographs and videos before release if they suspect possible disclosure of classified information without the review."

3.1.9. For bioenvironmental or fire issues or safety issues in OC-ALC, 72 ABW/SE personnel will remain with the inspector until another escort from the appropriate area can be located.

3.1.10. Arrange an out-briefing for concerned personnel and the Wing/OC-ALC Commander or the affected organizational chief/commander. Advise union representative (AFGE Local 916), Labor Relations Office (AFSC/DPLL) and the 72 ABW/JA before establishing time and date of the out-brief.

3.2. 72 AMDS/SGPB will:

3.2.1. Provide a representative to accompany the inspector when health concerns are to be assessed.

3.2.2. Immediately advise the 72 ABW/SE, when notified of an OSH visit from sources other than 72 ABW/SE and ensure that the instructions in paragraphs 3.1.6 and 3.1.8 are followed.

3.2.3. Attend the in-briefing and out-briefing when warranted.

3.3. Fire Protection Division (72 ABW/CEF) will:

3.3.1. Provide a representative to accompany the inspector when fire safety concerns are to be assessed.

3.3.2. When warranted, advise the 72 ABW/CE.

3.3.3. Advise the 72 ABW/SE immediately when notified of an OSH visit from sources other than 72 ABW/SE and ensure that the instructions in paragraphs 3.1.6 and 3.1.8 are followed.

3.3.4. Attend the in-briefing and out-briefing when warranted.

3.4. OC-ALC/SE office will:

3.4.1. Provide a representative to accompany the inspector when OC-ALC safety concerns are to be assessed.

3.4.2. Advise the 72 ABW/SE immediately when notified of an OSH visit from sources other than 72 ABW/SE and ensure that the instructions in paragraphs 3.1.6 and 3.1.8 are followed

3.4.3. Attend the in-briefing and out-briefing when warranted

3.5. AFSC/PK will:

3.5.1. Upon notification that a contractor is to be inspected by an OSH inspector provide a contracting officer or contract administrator to accompany the OSH inspector, the Safety Officer/Industrial Hygienist/Fire Inspector, and the construction inspector or Quality Assurance Evaluator (QAE).

3.5.2. Have the contracting officer or contract administrator accompany the OSH inspector during the visit to the contractor's work site.

3.5.3. Have the contracting officer take all contractual action necessary to ensure government property and personnel are protected.

3.6. 72 SFS will notify 72 ABW/SE office when a representative from DOL arrives at the installation gate and request the DOL representative remain at the gate until 72 ABW/SE arrives to escort the individual.

3.7. TELEPHONIC NOTIFICATION REQUIREMENTS. Telephonic notification will be made to AFSC/SE, HQ AFMC/SEG, HQ AFMC/SGC or HQ AFMC/CEOO, as applicable, as soon as practical after notification of inspection of contractor activities on Tinker AFB.

3.8. MESSAGE NOTIFICATION REQUIREMENTS. In accordance with AFI 91-202, 72 ABW/SE prepares a message report on any official DOL OSH visit to Tinker AFB within two workdays. This requirement also applies when an installation receives a formal request from OSHA to self-investigate a fire, safety or health matter on OSHA's behalf. If cited, 72 ABW/SE will transmit a report on investigations or inspection visits within two workdays after receiving the DOL OSH citation(s). (OPR: Installation safety, fire protection or health representative.) This applies to AF workplaces or facilities, or operations performed by a contractor in which AF facilities, equipment or procedure deficiencies are identified in the citation.

STEPHANIE P. WILSON, Colonel, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 91-202, *The US Air Force Mishap Prevention Program*, 24 June 2015

AFI91-202, AFMCSUP, AFMCGM2015-02, *The US Air Force Mishap Prevention Program*, 5 June 2015

Adopted Forms

AF847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

DOL—Department of Labor

OC-ALC —Oklahoma City Air Logistics Complex

OPR—Office of Primary Responsibility

OSH—Occupational Safety & Health

OSHA—Occupational Safety and Health Administration

QAE—Quality Assurance Evaluator